

River North Master Plan and Regulatory Plan Memorandum of Understanding

I. Purpose

The intent of this Memorandum of Understanding (MOU) is to form a working relationship between the River North Planning Team and the Planning and Community Development Department. This MOU sets out the responsibilities of all parties. The MOU identifies the work to be performed by the Planning Team and by the Planning & Community Development Department. Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

This Memorandum of Understanding must be executed between the City of San Antonio Planning and Community Department and the River North Planning Team members.

The plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption.

II. Responsibilities

A general list of responsibilities follows:

RIVER NORTH PLANNING TEAM RESPONSIBILITIES

1. Develop the Work Program with the Planning and Community Development Department.
2. Organize regular meetings of the planning team in coordination with the Planning and Community Development Department.
3. Assist the Planning and Community Development Department with organizing public meetings to develop the plan.
4. Identify the community resources available to support the planning effort including identifying public meeting locations and persons to serve as committee chairs, if warranted.
5. Assist with recruiting participants for planning meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
6. Review the Draft River North Master Plan and Regulatory Plan prepared by Moule & Polyzoides on behalf of the Downtown Alliance, and recommend edits to the Draft in order to prepare a final River North Master Plan and Regulatory Plan.
7. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
8. Submit the proposed plan to the City for interdepartmental review.
9. Work with the Planning and Community Development Department to incorporate interdepartmental comments into the proposed plan.
10. Submit the proposed master plan to Planning Commission and City Council for consideration.
11. Submit the proposed regulatory plan to Zoning Commission and City Council for consideration.

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12. After adoption, develop a Coordinating Committee to monitor and work towards plan implementation.
13. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a planning staff member to provide technical assistance to the planning effort.
2. Coordinate and facilitate community meetings with the assistance of the planning team.
3. Provide any necessary materials, handouts, etc. needed for public planning meetings.
4. Work with the community to collect and analyze data and develop goals and implementation strategies.
5. Provide assistance with the creation of the River North Master Plan and Regulatory Plan including review, editing, and formatting.
6. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
7. Coordinate the City interdepartmental review.
8. Prepare for master plan consideration by Planning Commission and City Council.
9. Prepare for regulatory plan consideration by Zoning Commission and City Council.

***Director of Planning & Community
Development***

Planning Team Chair(s)

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

River North Master and Regulatory Plan

Work Program

1. June 2008 – 1st Planning Team Meeting
 - Organize the Planning Team, elect chair and determine Planning Team meeting schedule.
 - Review the Memorandum of Understanding.
 - Review/finalize the Work Program.
 - Planning Team begins to identify methods to publicize meetings, find potential meeting facilities, etc.
 - Planning Team begins review of draft plan.
2. June 2008 – 2nd Planning Team Meeting
 - Review/finalize, sign the Memorandum of Understanding.
 - Finalize Public Meeting schedule.
 - Review proposed agenda for 1st Public Meeting.
 - Overview of draft plan provided by staff.
3. July 2008 – **1st Public Meeting** – Master Plan (Vision and Plan / Chapters 1 & 2)
 - Staff organizes, with Planning Team assistance, the first public meeting to identify community's vision.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
 - Meeting to provide overview of proposed development framework for each district, work groups to discuss any proposed changes or additions, and open house format for individuals to provide comments via comment cards at stations.
4. July 2008 - Initiate Interdepartmental Review
 - Staff organizes City interdepartmental review of the plan document.
5. July 2008 – 3rd Planning Team Meeting
 - Review comments from 1st Public Meeting and incorporate any changes to draft plan
6. July/August 2008– 2nd Public Meeting – Presentation of updated draft plan
 - Staff organizes, with Planning Team assistance, a public meeting to review the 1st public meeting comments and recommendation for changes/additions to the plan.
 - Planning Team works to publicize the public meeting.
 - Presentation of recommended changes, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.
9. August 2008 – 4th Planning Team Meeting

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Work Program

- Review final comments from 2nd Public Meeting and incorporate any changes to draft plan.
 - Staff provides update on Interdepartmental Review of plan, and any recommended changes.
 - Staff introduces Regulatory Plan based on updated draft plan, and discuss changes made.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.
9. August 2008 – 3rd Public Meeting – Regulatory Plan
- Staff organizes, with Planning Team assistance, the 3rd public meeting to review the draft Regulatory Plan.
 - Planning Team works to publicize the public meeting.
 - Presentation, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.
10. August/September 2008 – 5th Planning Team Meeting
- Review final comments from 3rd Public Meeting and incorporate any changes to draft Regulatory Plan.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.
11. September – 4th Public Meeting/Open House – Regulatory Plan
- Staff organizes, with Planning Team assistance, a public meeting to review the 3rd public meeting comments and recommendation for changes/additions to the regulatory plan.
 - Planning Team works to publicize the public meeting.
 - Presentation of recommended changes, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.
12. September 2008 – 6th Planning Team Meeting
- Review final comments from 4th Public Meeting and incorporate any changes to draft Regulatory Plan.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.
13. September/October/November 2008 - Plan Adoption
- Staff prepares both the Vision Plan and the Regulatory Plan for consideration by Planning Commission, Zoning Commission and City Council.
14. December 2008 - After Adoption
- Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.

River North Master and Regulatory Plan Work Program

Director of Planning

Name: _____

Signature: _____

Date: _____

President/Board Chair

Name: _____

Signature: _____

Date: _____